



# Application for Permanent Sign Permit

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3275 Central Blvd., Hudsonville, Michigan 49426-1450, 616.669.0200 fax 616.669.2330

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A Sign permit shall be obtained from the Zoning Administrator and comply with all requirements set in Chapter 4 Article 5 of the City of Hudsonville Zoning Ordinance.

**General Information:**

Date: \_\_\_\_\_ Application Number: **SP** - \_\_\_\_\_

Fee: \$100 plus engineering, legal, and other professional costs if applicable. \_\_\_\_\_

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**Owner of Property:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Person/Firm Erecting Sign:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Location of Property where Sign is to be erected (address or parcel number):**

\_\_\_\_\_  
\_\_\_\_\_

**Zoning District Within Which Sign is to be Erected:** \_\_\_\_\_

**Location and Design Information:**

The following information must be shown in plan format:

**FOR SIGNS TO BE ATTACHED TO A BUILDING:**

1. The location of the building relative to the lot shall be shown.
2. The dimensions of the building façade upon which the sign is to be placed shall be given.
3. Two copies of the plans indicating the sign specifications and method of construction and attachment to the building shall be provided. Plans should include sign dimensions and the calculation of the total square footage of sign area. If a sign is to contain both permanent sign copy area and changeable message sign area, the total square footage of each shall be provided.
4. The location and dimensions of existing signs already attached to the building and a statement of intent as to whether such signs will be removed following the erection of any sign approved under this application.

**FOR FREESTANDING SIGNS:**

1. The position of the sign in relation to nearby buildings, structures, lot lines and Rights-of-way.
2. Two copies of the plans indicating the sign specifications and method of construction shall be provided. Plans should include materials proposed, sign dimensions and calculation of the total square footage of sign area. If a sign is to contain both permanent sign copy area and changeable message sign area the total square footage of each shall be provided.
3. Location and dimensions for all other freestanding signs on the subject property and a statement of intent whether such signs will be removed or maintained following the erection of any sign approved under this application.

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\_\_\_\_\_  
Applicant's Name (**Please Print**)

\_\_\_\_\_  
Applicant's Signature

Date: \_\_\_\_\_

**Approved**

**Denied**

With Conditions

Reason for Denial

\_\_\_\_\_  
Planning & Zoning Department

Date: \_\_\_\_\_